

# DEPARTMENT OF DEVELOPMENTAL SERVICES South Region 104 South Turnpike Road Wallingford, CT 06492

# PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!

DATE: January 7, 2011 CLOSING DATE: January 17, 2011

OPEN TO: The Public (See Eligibility Requirement below)

POSITION: Developmental Services Case Manager

POSITION #: 023342

LOCATION: CTH Program, Norwich SCHEDULE: First Shift, Full-Time, Flex

Monday-Friday 8:30 a.m.-4:00 p.m.

**ELIGIBILITY REQUIREMENT:** Candidates must have applied for and passed the Developmental Services Case Manager exam and be on the current certification list promulgated by the Department of Administrative Services. DDS employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer.

#### **EXAMPLES OF DUTIES**

Convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify client service plans; coordinates integration of day program, residential, medical and other services provided to each client and ensures service delivery; develops social service evaluations and service recommendations; maintains regular contact with assigned clients and their families; provides supportive counseling to clients and their families; gives information to clients, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of client files including required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required.

This position has a caseload of approximately 1:30 consumers. The case manager is responsible for ensuring that an interdisciplinary team assembles to complete Individual plans, Level of Need and quarterly reviews for all consumers. They are also responsible to ensure that all necessary documentation is maintained according to DDS and Licensing regulations. This includes maintenance of Home and Community Based Waiver documentation, Individual plan documentation, guardianship assessment and hearing decisions, benefit information, medical information, and request for services from DDS and other agencies. The case manager is also responsible for communication with CTH providers, agency providers, and all support team members to the individual. This position is required to travel throughout the South Region

## **EXPERIENCE & TRAINING**

#### **General Experience:**

Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

# **Special Experience:**

Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

## **Substitution Allowed:**

- 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- 2. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience.
- 3. A Master's degree in Social Work may be substituted for the General and Special Experience.

- **4.** Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience.
- **5.** For State Employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience.
- **6.** For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

**Note:** Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**TO APPLY:** Please submit a CT-HR-12 employment application which can be located at <a href="http://das.ct.gov/employment">http://das.ct.gov/employment</a>. Please reference the position number and provide a copy of your two (2) most recent performance appraisals or two letters of reference. All application materials must be received by 11:59pm on the closing date provided above.

## **SEND APPLICATIONS TO:**

Department of Developmental Services—South Region 104 South Turnpike Road Wallingford, CT 06492 Attn: Recruiter Phone: (203) 294-5104

Fax: (203) 294-5160

#### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.